

The **DC SBDC** is a Howard University School of Business outreach program, working in partnership with the U.S. Small Business Administration (SBA), local universities, and community organizations to provide free technical assistance and affordable training in all phases of small business development to small, minority-owned, and/or other disadvantaged enterprises.

**QuickBooks for Non-Accountants: A Six-Part Series (SEE BACK COVER)**

## October *October*

Friday, October 15, 2004

**DC SBDC at CUP**

### **IRS Tax Planning for Future Years**

Learn small business tax saving strategies and the basic tax aspects of managing your business

**Time:** 1pm – 3pm

**Location:** Frank Reeves  
Municipal Center  
2001 14<sup>th</sup> Street, NW  
2<sup>nd</sup> Fl. Conference Room  
Washington, DC 20009

**Cost:** **FREE**

**To Register, Call 202.671.2828**

Tuesday, October 19, 2004

**DC SBDC at AEDC**

### **Corporate Procurement**

Developing and managing relationships with large corporations

**Time:** 2pm – 4pm

**Location:** 2021 Martin Luther King, Jr.  
Avenue, SE  
Washington, DC 20020

**Cost:** **FREE**

**To Register, Call 202.889.5090**

Tuesday, October 26, 2004

**DC SBDC at CUP**

### **8a Certification Eligibility Briefing**

Learn about the Federal Government's 8a Business Development Program certification process for small, disadvantaged businesses

**Time:** 10am – 12pm

**Location:** Frank Reeves  
Municipal Center  
2002 14<sup>th</sup> Street, NW  
2<sup>nd</sup> Fl. Conference Room  
Washington, DC 20009

**Cost:** **FREE**

**To Register, Call 202.671.2828**

Tuesday, October 26, 2004

**DC SBDC at CUP**

### **Business Development through Federal Government Contracting**

How to position your business for contract awards even after you are 8a or SDB certified

**Time:** 1pm – 3pm

**Location:** Frank Reeves  
Municipal Center  
2000 14<sup>th</sup> Street, NW  
2<sup>nd</sup> Fl. Conference Room  
Washington, DC 20009

**Cost:** **FREE**

**To Register, Call 202.671.2828**

Thursday, October 28, 2004

**DC SBDC at AEDC**

### **Managing Employees: An Overview of Employee & 1099 Filing Procedures**

Learn about DC and federal filing requirements and procedures for employees and 1099 contractors

**Time:** 6pm – 8pm

**Location:** 2021 Martin Luther King,  
Jr. Avenue, SE  
Washington, DC 20020

**Cost:** **FREE**

**To Register, Call 202.889.5090**

## November *November*

Wednesday, November 3, 2004

**DC SBDC at CUP**

### **Developing an Effective Bank Proposal**

How to prepare a loan package and what items bankers are looking for

**Time:** 1pm – 3pm

**Location:** Frank Reeves  
Municipal Center  
2001 14<sup>th</sup> Street, NW  
2<sup>nd</sup> Fl. Conference Room  
Washington, DC 20009

**Cost:** **FREE**

**To Register, Call 202.671.2828**

Tuesday, November 9

**DC SBDC at Howard University**

### **How to Find and Lease Commercial Office Space in DC**

Discover how to identify and secure the perfect location for your emerging business

**Time:** 10am – 12pm

**Location:** e-BIC, Martin Luther King,  
Jr. Memorial Library  
901 G Street, NW  
A Level Video Conf. Ctr.  
Washington, DC 20001

**Cost:** **FREE**

**To Register, Call 202.806.1550 or Email**

[trainingdcs@howard.edu](mailto:trainingdcs@howard.edu)

Tuesday, November 16, 2004

**DC SBDC at AEDC**

### **Information Technology for Small Businesses**

Using technology and information systems to meet your business development needs

**Time:** 1pm – 3pm

**Location:** 2021 Martin Luther King,  
Jr. Avenue, SE  
Washington, DC 20020

**Cost:** **FREE**

**To Register, Call 202.889.5090**

Monday, November 22, 2004

*The DC SBDC at Howard University and the U.S. Small Business Administration's Washington Metropolitan Area District Office present*

**Meet the Money People** Get information on financing for your small business from a roundtable of area SBA-preferred lenders

1pm – 3pm

SBA's Washington District Office, 1110 Vermont Avenue, NW, 9th Floor, Washington, DC 20005

**FREE! To Register, Call 202.806.1550 or Email** [trainingdcs@howard.edu](mailto:trainingdcs@howard.edu)

**Note: Classes may be cancelled without notice. Please RSVP to ensure notification.**

### **Lead Center**

DC SBDC at Howard University, 2600 Sixth Street, NW, Room 128, Washington, DC 20059  
202.806.1550

### **DC SBDC Service Centers**

DC SBDC at AEDC, 2021 Martin Luther King, Jr. Avenue, SE, Washington, DC 20020  
202.889.5090

DC SBDC at CUP, Frank D. Reeves Municipal Center, 2000 14th Street, NW, Suite 330 North  
Washington, DC 20009  
202.671.2828

DC SBDC at UDC, 4340 Connecticut Avenue, NW, Suite 507B, Washington, DC 20008  
202.274.7030

Wednesday, November 17, 2004

**DC SBDC at CUP**

### **Doing Business with DC Government**

How to secure local government contracts for your business

**Time:** 1pm – 3pm

**Location:** Frank Reeves Center  
2000 14<sup>th</sup> Street, NW  
2<sup>nd</sup> Fl. Conference Room  
Washington, DC 20009

**Cost:** **FREE**

**To Register, Call 202.671.2828**

Tuesday, November 23, 2004

**DC SBDC at AEDC**

### **Managing Employees: An Overview of Employee & 1099 Filing Procedures**

Learn about DC and federal filing requirements and procedures for employees and 1099 contractors

**Time:** 6pm – 8pm

**Location:** 2021 Martin Luther King,  
Jr. Avenue, SE  
Washington, DC 20020

**Cost:** **FREE**

**To Register, Call 202.889.5090**

**QUICKBOOKS FOR NON-ACCOUNTANTS**

The DC SBDC at AEDC presents a workshop series on using QuickBooks for the successful financial management of your small business. This six-session course will meet each Tuesday night from 6pm to 8pm beginning October 26 and ending November 30. **QuickBooks for Non-Accountants** will provide business owners with the tools needed to manage the financial health of your business and promote business growth while learning basic accounting with QuickBooks software. Professional service providers, retailers, construction firms, and all other industries are encouraged to register and attend. ***Participants receive a free QuickBooks New Business Starter Kit!***

**QuickBooks for Non-Accountants**  
Tuesday Nights, 6pm – 8pm

October 26	Setting Up Your Company in QuickBooks
November 2*	Chart of Accounts (Customizing to Fit Your Company)
November 9	Data Entry – Invoicing
November 16	Data Entry – Banking Transactions
November 23	Employees, Setting Up Payroll
November 30	Data Entry – Paying Bills

All classes will be held at the Anacostia Professional Building, Basement Level, 2041 Martin Luther King, Jr. Avenue, SE, Washington, DC 20020.

\*The November 2 session will be held at Cole's Café, 1918 Martin Luther King, Jr. Avenue, SE, Washington, DC 20020.

The total cost is **\$150** for the complete series. The cost for each individual session is **\$30**. **Space is limited and registration is encouraged by October 15.** To register and/or get more information, call 202.889.5090.

**DISCLAIMER**  
The Washington, DC Small Business Development Center Network (DC SBDC) is a partnership of the Small Business Administration and Howard University School of Business under the cooperative agreement no #4-603001-Z-0009-24. The DC SBDC is a resource of the SBA's Business Development program. For further information regarding the DC SBDC, SBA, or other small business programs, the DC SBDC may be contacted at Howard University School of Business, 2600 6th Street, NW, Washington, DC 20059 or (202) 806-1550. The support given by the US Small Business Administration through such funding does not constitute an expressed or implied endorsement of the co- sponsor(s) or participants' opinions, products or services. All DC SBDC programs are offered to the public on a non- discriminatory basis. Programs of the DC SBDC are handicap accessible. Programs of the DC SBDC may be cancelled at any time.

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